MISSOURI DEPARTMENT OF REVENUE

2003 REMITTANCE VOUCHER SPECIFICATIONS

Most Missouri Department of Revenue, Division of Taxation and Collection vouchers are processed using automated processing equipment. The equipment enables the Department to capture all data fields and thus process the vouchers more efficiently. Most vouchers have an OCR scanline and are ICR compatible with dropout ink. All scanlines **must** use an OCR-A font. Please refer to each voucher type for more specific specifications regarding

scanline and variable data placement. The Department requests 12 test samples (cut to size) with the appropriate scanline and all data fields filled (4 quarters, 3 different scenarios). Each voucher should be printed at the **bottom** of the page, one per page, to ensure a straight line for the equipment to read the scanline. Approval of each voucher type must be obtained from the Department **prior** to filing.

TAX YEAR 2003

We will require only 12 copies (4 quarters with 3 different scenarios) of these vouchers to be submitted. Please cut these to size before submitting for approval.

- 1. **Form MO-1040V** Be sure that the Tax Year in scanline is "02". The year is updated to 2002 and the due date is April 15, 2003.
- 2. **Form MO-1040ES** —Be sure that the Tax Year in scanline is "03". The year is updated to 2003 and the due dates are First Quarter—April 15, 2003; 2nd Quarter—June 15, 2003; Third Quarter—September 15, 2003; and Fourth Quarter—January 15, 2004.
- 3. **Form MO-1120ES** Be sure that the Tax Year in scanline is "03". The year is updated to 2003.
- 4. **Name Control Number (NCN)** Commas, hyphens and apostrophes have been added to the formula page. If the last name is less than four characters, use the first characters of the first name.
- 5. <u>Vendor Codes</u> The Missouri Department of Revenue is using the last two digits of the Vendor ID Number assigned by the NACTP. We use these new codes in our scanlines. Please see page 6.
- 6. <u>Withholding and Sales Tax Vouchers</u> We will not require you to submit 12 copies of these vouchers with data and scanlines. You will be able to reproduce the "flat version" of the forms, as they become available on the internet.

Be sure to include the OCR-A font with your software package. Please include instructions for users.

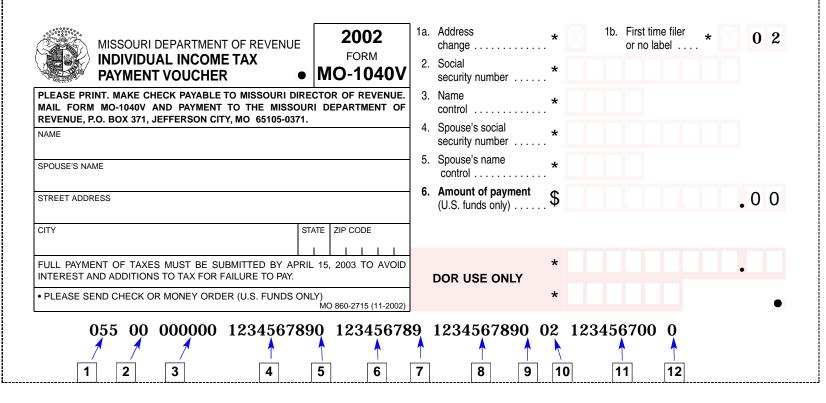
Scanline should be placed 1/2" from bottom of page and 1 1/2" from right side of page.

- 1. Source Code (3 digits) Use the digits "055"
- Vendor Code (2 digits)
 Use the assigned digits—
 see page 6.
- 3. DOR USE (6 zeroes)
- 4. Primary SSN (9 digits)
- 5. Check Digit (1 digit)
- 6. Primary NCN (8 digits)
- 7. Check Digit (1 digit)
- 8. Secondary SSN (9 digits)
- 9. Check Digit (1 digit)
- 10. Tax Year (YY) (2 digits) Should be "02".
- 11. Amount Paid (9 digits)—
 always ends with two
 zeroes
- 12. Check Digit (1 digit)
 Please see page 3 for check
 digit and NCN formulas.

Size: 8 1/2" x 4"

Please mail these vouchers to:

Department of Revenue P.O. Box 371 Jefferson City, MO 65105



Form size is 8 1/2" x 4". There should only be one cut line and that is at the top of the form.

Bottom (baseline) of scanline should be placed 1/2" up from bottom of the page; top of scanline should be 1/8" down from last horizontal rule/line on the form; and 1 1/2" from right side of page. That means there needs to be 1/2" of white space at the bottom of the page, 1/8" of white space from bottom rule/line of form to top of scanline and 1 1/2" of white space at the right side of the page. Scanline should be printed on Line 63 and Position 11. (This is figured using 66 lines per page vertically and 85 characters printed horizontally.)

The scanline must be in OCR-A font.

Vouchers must be printed 1 per page, at the BOTTOM of the page. There must be 1/2" of white space between the bottom of the scanline to the bottom of the page.

This form is used only for electronic filing and telefiling. It is not intended to be used as a pay type return.

DOR USE ONLY area should have boxes. Eleven boxes on the top row and 6 boxes on the bottom row.

The Tax Year in the scanline for the Form MO-1040V should be 02.

The Vendor Code can be found on page 6. Please use the number specified for your company.

Be sure to include the font in your package.

No Change Code

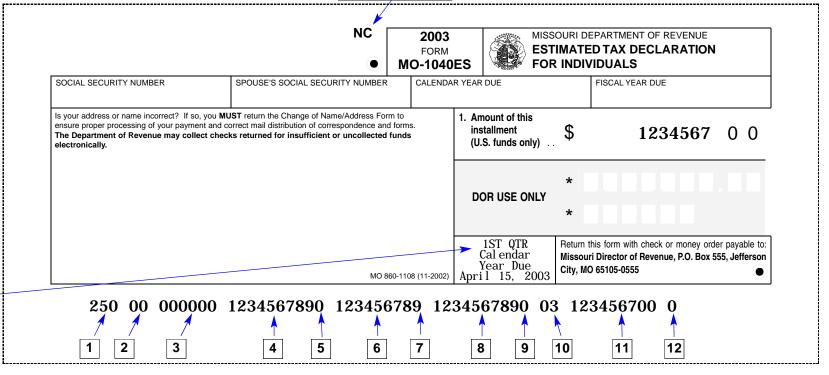
Scanline should be placed 1/2" from bottom of page and 1 1/2" from right side of page.

- 1. Source Code (3 digits)
 Use the digits "250"
- 2. Vendor Code (2 digits)
 Use the assigned digits
- 3. DOR USE (6 zeroes)
- 4. Primary SSN (9 digits)
- 5. Check Digit (1 digit)
- 6. Primary NCN (8 digits)
- 7. Check Digit (1 digit)
- 8. Secondary SSN (9 digits)
- 9. Check Digit (1 digit)
- 10. Tax Year (YY) (2 digits) Should be "03".
- 11. Amount Paid (9 digits)—
 always end with 2 zeroes
- 12. Check Digit (1 digit)

Please see page 3 for check digit and NCN formulas. NOTE:

"1st Quarter Calendar Year April 15, 2003"
"2nd Quarter Calendar Year June 15, 2003"
"3rd Quarter Calendar Year

September 15, 2003"
"4th Quarter Calendar Year
January 15, 2004"



Form size is 8 1/2" x 3.75". There should only be one cut line and that is at the top of the form.

NO CHANGE CODE: NC should be printed on the vouchers only if there is NO CHANGE to name, address, or filing status from your 2002 return.

Bottom (baseline) of scanline should be placed 1/2" up from bottom of the page; top of scanline should be 1/8" down from last horizontal rule/line on the form; and 1 1/2" from right side of page. That means there needs to be 1/2" of white space at the bottom of the page, 1/8" of white space from bottom rule/line of form to top of scanline and 1 1/2" of white space at the right side of the page. Scanline should be printed on Line 63 and Position 11. (This is figured using 66 lines per page vertically and 85 characters printed horizontally.)

The scanline must be in OCR-A font.

Vouchers must be printed 1 per page, at the BOTTOM of the page. There must be 1/2" of white space between the bottom of the scanline to the bottom of the page.

Amount of Installment should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for Amount Paid.

DOR USE ONLY area should have boxes. Nine boxes on the top row and 6 boxes on the bottom row.

The Tax Year in the scanline for the Form MO-1040ES should be 03.

The Vendor Code can be found on page 6. Please use the number assigned to your company.

Be sure to include the font in your software package.

Forms MO-1040V and MO-1040ES

Social Security Number (SSN) Check Digit Formula

The check digit validation process is:

- 1. Multiply each of the digits in the SSN by 2 or 1, beginning with 1.
- 2. Add the sum of the products.
- 3. Divide the sum by 10.
- 4. Subtract the remainder from 10. The difference is the check digit.

Following is an example of the validation process:

SSN: 534209176

Multiply the SSN digits by 1, 2, . . . (starting with the number 1)

	5	3	4	2	0	9	1	7	6
Χ	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>
				4					

Sum the products:

Divide by 10:

 $58 \div 10 = 5$ with remainder of 8

Subtract the remainder from 10, the difference is the check digit.

$$10 - 8 = 2$$

The check digit is 2.

Name Control Number (NCN) Formula

The first four alpha characters of the taxpayer's last name converted to numeric make up the NCN using the following formula. The NCN is an eight digit number.

A=01 B=02 C=03 D=04 E=05 F=06 G=07 H=08 I=09 J=10 K=11 L=12

L=12 M=13 N=14

O=15 P=16 Q=17 R=18

S=19 T=20 U=21

V=22 W=23 X=24

Y=25 Z=26

, =27 (comma) - =28 (hyphen) ' =29 (apostrophe)

Examples:

Johnson = 10150814

LI, Adrian = 12092701 (Last name is less than 4 characters)

After computing the NCN use the SSN Check Digit formula to compute the NCN Check Digit.

If one of the first four characters contain an apostrophe or hyphen use the codes specified above.

If the name is less than 4 characters long, use the first characters of the first name. (See example above.)

Forms MO-1040V, MO-1040ES and MO-1120ES

Amount Paid Check Digit Formula (Sample 1)

The check digit validation process is:

- 1. Multiply each of the digits in the Amount Paid by 2 or 1, beginning with 1.
- 2. Add the sum of the products.
- 3. Divide the sum by 10.
- 4. Subtract the remainder from 10. The difference is the check digit.

Following is an example of the validation process:

Amount Paid: 134578900

Multiply the Amount Paid digits by 1, 2, . . .

Sum the products:

Divide by 10:

$$53 \div 10 = 5$$
 with remainder of 3

Subtract the remainder from 10, the difference is the check digit.

$$10 - 3 = 7$$

The check digit is 7.

Forms MO-1040V, MO-1040ES and MO-1120ES

Amount Paid Check Digit Formula (Sample 2)

The check digit validation process is:

- 1. Multiply each of the digits in the Amount Paid by 2 or 1, beginning with 1.
- 2. Add the sum of the digits.
- 3. Divide the sum by 10.
- 4. Subtract the remainder from 10. The difference is the check digit.

Following is an example of the validation process:

Amount Paid: 000594800

Multiply the Amount Paid digits by 1, 2, . . .

Sum the products:

Divide by 10:

$$35 \div 10 = 3$$
 with remainder of 5

Subtract the remainder from 10, the difference is the check digit.

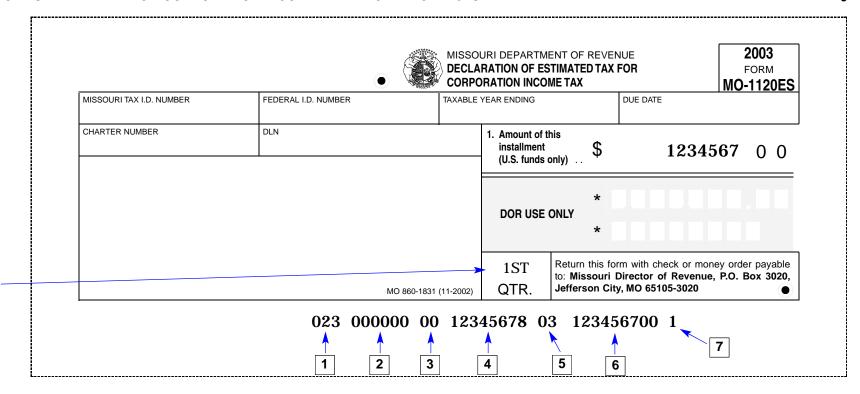
$$10 - 5 = 5$$

The check digit is 5.

Scanline should be placed 1/2" up from bottom of page and 1 3/4" from right side of page.

- 1. Sort Pattern (always use 023) (3 digits)
- 2. DOR USE (6 zeroes)
- 3. Vendor Code (2 digits)
 Use the assigned digits
- 4. MITS Number (8 digits)
- 5. Tax Year (YY) (2 digits)
- Amount of Installment (9 digits)—should end with 2 zeroes
- 7. Check Digit (1 digit)

NOTE: First voucher will always be Quarter 1, second voucher will always be Quarter 2, third voucher will always be Quarter 3 and voucher 4 will always be Quarter 4.



Form size is 8 1/2" x 3.75". There should only be one cut line and that is at the top of the form.

Scanline should be placed 1/2" up from bottom and 1 3/4" from right side of page. Scanline should be printed on Line 63 and Position 31. (This is figured using 66 lines per page vertically and 85 characters printed horizontally. This is using 6 lines per inch vertically and 10 characters per inch horizontally.)

The scanline must be in OCR-A font.

Vouchers must be printed 1 per page, at the BOTTOM of the page. There must be 1/2" of white space between the bottom of the scanline to the bottom of the page.

Amount of this Installment should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for Amount of Installment.

DOR USE ONLY area should have boxes. Nine boxes on the top row and 8 boxes on the bottom row.

The Vendor Code can be found on page 6. Please use the number specified for your company.

Be sure to include the font in your package.

Software vendors are to print their Vendor Code on Form MO-1040, Form MO-1040ES, Form MO-1040V and Form MO-1120ES.

Vendor Codes are the last two digits of the ID Number that NACTP assigns to software vendors.

ENDOR CODE	VENDOR NAME
48	AATRIX SOFTWARE, INC.
	ACCOUNTWARE
	ADP. INC.
	ARTHUR ANDERSEN
	ATX FORMS
	BLOCK FINANCIAL
	CCH INC
51	
	SREATIVE SOLUTIONS
53	DATA TECHNOLOGY GROUP, INC.
23	DELOITTE & TOUCHE TAX TECHNOLOGIES
	DRAKE ENTERPRISES
	DUNPHY SYSTEMS, INC
	EXAC TAX
	FEDERAL LIAISON SERVICES (FLS)
55	GARDENVILLE COMMUNITY CENTER
56	
	INTUIT
	JACKSON HEWITT TAX SERVICE
32	LACERTE SOFTWARE CORP
57	MICRO VISION SOFTWARE
	NELCO
	ORRTAX
58	
37	
59	
60	
38	
63	RON CALLIS CPA
64	SECOND STORY SOFTWARE
39	STF SERVICES CORP
40	TAX & ACCOUNTING SOFTWARE CORP (TAASC)
65	TAX FORM LIBRARY
68	TAXWARE SYSTEMS
	TAXWORKS BY LASER SYSTEMS
44	
	TRI TECH SOFTWARE DEVELOPMENT CORPORATION
	UNIVERSAL TAX SYSTEMS, INC
46	

2003 WITHHOLDING AND SALES TAX VOUCHERS

Forms MO-941, MO-941P, MO-941F, MO-941U, MO-941X, MO W-3, Sales Tax Return (Single Location) and Sales Tax Return (Two Location) will be posted on the Internet as they become available. We will not require 12 samples to be sent in with data and scanlines. You will be able to reproduce the flat version of the forms. You should submit one copy of each form, when the FINAL form is available on the internet.